



Missouri Department of Elementary and Secondary Education

— *Making a positive difference through education and service* —

TO: Principals and Administrators of Nonpublic Schools
FROM: Bette Morff, Director, Federal Financial Management
DATE: September 2006
RE: Annual Nonpublic School Registration

Nonpublic schools are asked to submit their annual Nonpublic School Registration information through a web-based registration process. However, if requested with an appropriate explanation, a paper copy will be accepted. To help facilitate the completion of the Nonpublic School Registration form, we will be conducting Nonpublic Workshops in October 2006. To participate in one of these workshops, please complete the enclosed registration form and fax it to our office at 573-526-6698.

Within the next few days, the web-based Nonpublic Registration Form should be available through the Federal Programs web page at <http://dese.mo.gov/divimprove/fedprog/>. Use the following steps:

- Under Financial Management Section, select Nonpublic, then select Web-based Nonpublic Registration Form.
- Login Page – use authorized representative's user ID and password.
- Under School Improvement, choose "Nonpublic Registration Form".

The information from the Nonpublic School Registration forms will be used for the following purposes:

- To prepare a list of low-income schools. The teachers in these schools may be eligible for full or partial cancellation of loans they obtained under the Federal Perkins Loans program and the National Direct Student Loans programs.
- To enable nonpublic school participation in one or more federal programs under the No Child Left Behind program. These federal programs include: Title I - Improving the Academic Achievement of the Disadvantaged; Title II.A – Teacher and Principal Training and Recruiting Fund; Title II.D – Enhancing Education Through Technology (a statewide bypass program); Title III English Language Learners; Title IV.A - Safe and Drug-Free Schools and Communities; and Title V - Innovative Education Program (a statewide bypass program).
- To generate nomination applications for the MO Fine Arts Academy and the MO Scholars Academy
- For general statistical purposes related to projecting population shifts, changes in school-age population, etc.

The web-based Nonpublic School Registration form should be submitted by **November 15, 2006**.

Title I regulations state that funds for services to nonpublic school children are determined by the number of economically deprived private school children who reside in Title I participating public school buildings. Funds to be spent in other Federal Programs are determined by the enrollment counts of private school children. It is imperative that nonpublic and public school personnel work together to assure that nonpublic enrollment and economic deprivation counts are accurate. This data is essential in the allocation process. Please contact the public school district if you need assistance in determining geographic boundaries.

Although submission of the Nonpublic School Registration form is voluntary, your administrator should give it careful consideration. Under regulations of the State Board of Education, teachers in nonpublic schools that do not report will not be considered for loan cancellation benefits. Nor can we allocate funds to nonpublic school under the above mentioned programs without the appropriate data.

Thank you for your efforts to make federal program services available to children enrolled in nonpublic schools. If you have any suggestions or comments to better facilitate this process or if you have questions regarding the forms or their intended use, please contact my office at (573) 751-4420.